



## **BOARD OF BUILDING AND FIRE CODE APPEALS - CITY OF BURBANK**

### **BOARD MINUTES**

Meeting of Wednesday, August 28, 2019, at 2:00 pm  
City Council Chamber, City Hall  
275 E. Olive Ave, Burbank, CA 91502

#### **BOARD MEMBERS PRESENT:**

Ernest Dellinger, Chair  
Sophia Ngo-Conn, Vice Chair  
Steve Baghoomian, Member  
Thomas Smith, Member  
Vacant, Member

#### **BOARD MEMBERS ABSENT:**

None

#### **STAFF PRESENT:**

Ron Takiguchi, Secretary of the Board, Asst. Dir/Bldg Official  
Thomas Lim, Plan Check Manager  
Mario Osuna, Sr. Plan Check Engineer  
Albert Lopez, Sr. Plan Check Engineer  
Russell Freesland, Sr. Plan Check Engineer  
Taj Graham, Plan Check Engineer  
Danny Alvarez, Assistant Fire Chief  
Daniel King, Fire Prevention Inspector  
Abo Velasco, Building Inspector III

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#### **ITEM A – CALL TO ORDER**

Chair Dellinger called the meeting to order at 2:02 pm

#### **ITEM B - ROLL CALL:**

All Board Members were present.

#### **ITEM C – ANNOUNCEMENTS:**

No announcements from staff.

#### **ITEM D – PUBLIC COMMENT:**

No members of the public were in attendance.

**ITEM E – APPROVAL OF MINUTES FOR THE MEETING OF AUGUST 29, 2018:**

The Minutes were moved for approval by Board Member Smith, seconded by Board Member Ngo-Conn and carried 4-0 to approve the minutes of August 29, 2018, as submitted.

**ITEM F – ELECTION OF OFFICERS FOR THE 2019-2020 TERM:**

It was moved by Vice Chair Ngo-Conn, seconded by Board Member Smith and carried 4-0 to re-elect Mr. Dellinger as Chair. It was moved by Board Member Baghoomian, seconded by Chair Dellinger and carried 4-0 to re-elect Ms. Ngo-Conn as Vice Chair.

**ITEM G – INTRODUCTION OF AGENDA ITEMS:**

No Agenda Items were introduced.

**ITEM H – REPORTS TO BOARD:**

1. Fire Marshal's Report to Board:

Assistant Fire Chief Danny Alvarez informed the Board that Fire Chief Mark Hatch was at a fire prevention fire marshal class and could not attend the meeting. Mr. Alvarez informed the Board that the Fire Department is in the process of adopting the new Fire Code.

2. Building Official's Report to Board:

a. Report to City Council:

Mr. Takiguchi informed the Board that the Fire Department, Public Works Department, and Building and Safety Division will be presenting a report at the October 1, 2019, City Council meeting on emergency preparedness. He stated that the report will include seismic retrofitting of soft story buildings. The report will be presented to the Board at a future meeting for the Board's recommendation

b. City Council Public Hearing:

Mr. Takiguchi informed the Board that staff will present adoption of the 2019 California Building and California Fire codes at the October 29, 2019, Council hearing.

3. Introduction of the 2019 California Building Standards Code Adoption:

Mr. Takiguchi explained the process and timeline for adoption of the Building Code. Plan Check Manager Tom Lim and Plan Check staff discussed how they will present the code amendments at the next board meeting on September 19.

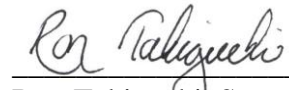
Board Member Smith asked for clarification on what would go into effect on January 1 with regard to roofs on all new residences. Mr. Takiguchi explained that after January 1, the 2019 Building Energy Efficiency Standards will require all new single-family homes be designed to accommodate a 1.8 kilowatt photovoltaic array.

Mr. Takiguchi said the City Clerk's Office is working to finalize the approval of the fifth Board Member prior to the next board meeting.

**ITEM J – ADJOURN:**

Chair Dellinger adjourned the meeting at 2:54 pm.

Respectfully submitted,

A handwritten signature in cursive script, reading "Ron Takiguchi". The signature is written in dark ink and is positioned above a horizontal line.

Ron Takiguchi, Secretary of the Board

av: RT